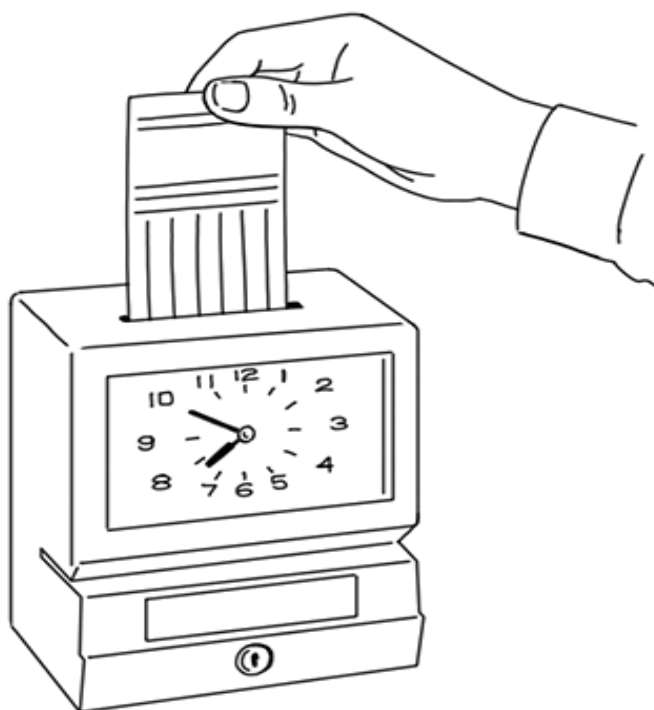


# Timecard Verification Toolkit

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## BACKGROUND INFORMATION

In June 2015, HHS announced that all employees were required to authenticate the accuracy of their time and attendance in the ITAS system (or equivalent system of record) prior to being certified by the appropriate management representative. This verification requirement will improve accuracy of employee time records and increase personal accountability of managers and employees. HHS will monitor each OPDIV's progress on this and provide reporting through a dashboard.

## ABOUT THE TOOLKIT

This Toolkit is designed to provide you with the resources to communicate the verification requirement and improve IC's level of participation, as well as introduce you to reports available to monitor compliance. It is intended to be a collection of information that you can use to assist you in daily management of timecard management.

## VERIFICATION OF TIME RECORDS – EO DRAFT MESSAGE

From: IC Executive Officer

To: All Managers, Supervisors and Leave Approving Officials with Timekeeping Responsibilities

Date:

Subject: Verification of Time Records

The purpose of this email is to communicate the new HHS requirement for employee time record verification. All National Institutes of Health (NIH) Federal employees are required to affirm the accuracy of their reported hours worked and leave taken in the Integrated Time and Attendance System ([ITAS](#)) prior to timecard approval by the appropriate management representative. *ITAS is the official record of work for each employee; however, other systems of record are sufficient in the absence of an automated system. (Clinical Center/ORF/ORS will add this sentence and document how time will be verified).*

It is the responsibility of managers, supervisors and leave approving officials to review the hours worked by their respective employees and ensure that employees verify their time in ITAS. Discrepancies in timecards carry potential risks to the individual as well as the NIH. When employees do not take the time to verify and managers do not take the time to ensure that timecards are accurate, errors can go unnoticed for months or even years. The longer it takes to detect and correct, the greater the difficulty there is in ensuring employees are appropriately paid. In some cases, this can result in employees being either over- or underpaid, or lose leave that they earned.

Managers and supervisors are reminded that employees must request and receive approval in advance of any overtime and compensatory time worked. Details regarding overtime/compensatory time reporting and payment can be found in the [Overtime Fact Sheet](#).

I wanted to take this opportunity to also remind you that the NIH currently offers Alternative Work Schedules ([AWS](#)) which provide an alternative to the standard 8:30 a.m. to 5 p.m., Monday through Friday workweek. There are two types of AWS - Compressed Work Schedules and Flexible Work Schedules, which includes Maxiflex. All types of AWS can be accurately tracked within ITAS. The recent addition of Maxiflex allows employees to record particularly non-traditional schedules and can improve a supervisor's ability to manage employees' time.

If you have specific questions, please contact \_\_\_\_\_.

## VERIFICATION OF TIME RECORDS – MANAGERS DRAFT MESSAGE

From: IC Executive Officer

To: All Federal Employees, excluding Commissioned Corps

Date:

Subject: ACTION REQUIRED: Verification of Timecard

The purpose of this email is to communicate the requirement for employee time record verification. All National Institutes of Health (NIH) Federal employees are required to affirm the accuracy of their reported hours worked and leave used in the Integrated Time and Attendance System ([ITAS](#)) prior to timecard approval by the appropriate management representative. This process greatly decreases discrepancies with your timecard which may cause you to get underpaid, indebted for overpayment, or lose paid leave.

Every pay period, you are responsible for ensuring your leave request(s) are approved prior to the start of your leave or as soon as possible upon your return. All overtime and compensatory time (to include compensatory time for travel and religious compensatory time) must be requested and approved in advance. Employees on an approved telework schedule should ensure regular and ad hoc telework is properly recorded in ITAS.

You will need to enter any outstanding leave request(s) and review and verify your timecard in ITAS by \_\_\_ a/pm, (e.g., last Thursday of the pay period). For assistance with changes or questions regarding your leave or timecard, please contact your Timekeeper or Administrative Officer.

## **SAMPLE – RECURRING TIMECARD VERIFICATION REMINDER**

To: All IC Employees

From: Manager

Subject: Action Required – ITAS Deadline

### **ACTIONS REQUIRED BY THURSDAY, XXXX, XX, XXXX**

#### **Guidance for EMPLOYEES:**

- Ensure leave requests are approved prior to the start of your leave or as soon as possible upon your return.
- Complete any outstanding leave request(s), review and verify timecards in ITAS by 10:00 AM, Thursday, XXXX.
- For assistance with changes or questions regarding your leave or timecard, please contact your Timekeeper (TK) or Administrative Officer.

#### **Guidance for SUPERVISORS**

- Approve all pending leave requests in ITAS for the current pay period by 5:00PM, Thursday, XXXXX.
- Approve all timecards by 5:00PM, Thursday, XXXXX, if possible, for Current Staff Only. If an employee has left or transferred from your organization, please work with the TK to update the ITAS and EHRP records.
- Ensure all current Federal employees have an approved timecard in ITAS.
- If you are unable to approve timecards, it is imperative that your alternate approves for you.
- Please open and review each leave request and timecard individually prior to approving. This will help reduce pay problems and leave errors.

**For assistance with changes or questions regarding leave or timecards, please contact your TK or Administrative Officer.**

## TIMEKEEPING ROLES AND RESPONSIBILITIES

### I. **Employee: Accountability**

- a. Record hours worked as well as leave taken on a daily basis
- b. Attest to the accuracy of the time and attendance (T&A) in ITAS
- c. Keep the supervisor and timekeeper informed of time and attendance activity.
- d. Request and have leave approved in advance by the proper delegated authority.

### II. **Manager/ Leave Approving Official: Management Controls**

- a. Review/Approve schedules and leave requests
- b. Review hours worked by employees and ensure that timecards are verified timely.
- c. Communicate expectation around requesting leave (If employee takes unscheduled leave, how soon upon return should the employee submit request?)
- d. Approve timecards after employee attestation to accuracy
- e. Ensure that overtime and compensatory time are authorized in advance in writing, performed, and properly documented by the appropriate delegated authority.
- f. Document officially ordered overtime on NIH-1962-8 or other appropriate mechanism
- g. Document unauthorized overtime & stop the behavior
  - ☒ What you know
  - ☒ When you knew it
  - ☒ What work was done

## AVAILABLE TRAINING

### I. **Timekeeping Training**

- a. Basic ITAS for Timekeepers                      NIHTC2624  
<http://trainingcenter.nih.gov/ShowDetails.aspx?cid=NIHTC2624>
- b. Advanced ITAS for Timekeepers                      NIHTC2626  
<http://trainingcenter.nih.gov/ShowDetails.aspx?cid=NIHTC2626>

### II. **Manager/Leave Approving Official Training**

- a. NIH ITAS for Supervisors & LAO's                      NIHTC2627  
<http://trainingcenter.nih.gov/ShowDetails.aspx?cid=NIHTC2627>
- b. Supervisory Essentials (mandatory)                      NIHTC9511  
<http://trainingcenter.nih.gov/ShowDetails.aspx?cid=NIHTC9511>

## VERIFICATION OF TIMECARD VS CERTIFICATION OF TIMECARD

Employees “Verify” their timecard in ITAS at the end of the pay period to confirm that the timecard is correct. The only exception to this is for employees on the Maxiflex Work Schedule, who are required to “Certify” their timecard at the end of the pay period to confirm that the hours of work, telework, and leave submitted are accurate. For these employees, clicking “Certify” also verifies the timecard.



## VERIFYING TIMECARDS - EMPLOYEES

*Maxiflex Employee ONLY*

Log onto the Integrated Time and Attendance System (ITAS): <https://itas.nih.gov/itas/>

Ensure all pending leave and ad hoc telework requests have been approved by your supervisor.

Select "Certify Timecard" from the navigation menu.

Request Leave  
Request Telework  
Certify Timecard  
Verify Timecard  
Sign In  
Sign Out  
Donate to VLTP  
Donate to Leave Bank  
Leave Bank Membership  
Personal  
Tour of Duty  
  
Reports  
myPay  
ITAS Messages  
  
About ITAS  
Help  
Close

### Certify Timecard

1

Pay Period: 07/12/15-07/25/15 2015/16 Select

SAC: HNAM44    Abbr: OD OM OHR WRD

Approved by:    Transmitted On: Tour Hours: 80.0

3

Annual Leave 68.25    Credit Hours 2.0  
 Restored AL 0.0    Comp Time 0.0  
 Projected AL 74.0    Rel. Comp Time 0.0

Credit Hours Lost 0.0    Sick Leave 233.75  
 Projected Comp Time Lost 0.0    Adv Sick Leave 0.0  
 Rel. Comp Tir

FFL Used 0.0    LB Donated YTD 0.0  
 VLTP Donated YTD 0.0    LB Leave 0.0  
 VLTP Leave 0.0

Type	Su 07/12	M 07/13	Tu 07/14	W 07/15	Th 07/16	F 07/17	Sa 07/18	Su 07/19	M 07/20	Tu 07/21	W 07/22	Th 07/23	F 07/24	Sa 07/25	Supps	Total
Change Indicators		T,TW	T	T	T	T,TW			T,TW	T	T	T	T			80.0
Tour Hours																80.0
AM Core			10:00-11:30	10:00-11:30	10:00-11:30				10:00-11:30	10:00-11:30	10:00-11:30					
PM Core			1:00-2:00	1:00-2:00	1:00-2:00				1:00-2:00	1:00-2:00	1:00-2:00					
Regular		8.5	8.5	9.0	9.5	5.75			8.5	8.0	7.0	8.25	7.0		0.0	80.0
Annual Leave															0.0	0.0
Sick Leave															0.0	0.0
Other																
Total Base	0.0	8.5	8.5	9.0	9.5	5.75	0.0	0.0	8.5	8.0	7.0	8.25	7.0	0.0	0.0	80.0
OT-Irregular Earned															0.0	0.0
Holiday Pay															0.0	0.0
Comp Time-Earned															0.0	0.0
Credit Hours-Earned													1.0		0.0	1.0
Other																

OK Reset Certify Hours

Click or Select to Certify Timecard Hours

**1**

Confirm the correct Pay Period has been selected

**2**

Review Summary for accuracy

**3**

Verify 'Tour Hours' matches 'Total Base'

**4**

Select "Certify"

*Non-Maxiflex Employee*

Log onto the Integrated Time and Attendance System (ITAS): <https://itas.nih.gov/itas/>

Ensure all pending leave and ad-hoc telework requests have been approved by your supervisor.

Select “Verify Timecard” from the navigation menu.

- ▶ Request Leave
- ▶ Request Telework
- ▶ Verify Timecard
- ▶ Sign In
- ▶ Sign Out
- ▶ Donate to VLTP
- ▶ Donate to Leave Bank
- ▶ Leave Bank Membership
- ▶ Personal
- ▶ Tour of Duty
- ▶ Reports
- ▶ myPay
- ▶ ITAS Messages
- Change Role:
- ▶ Admin Officer
- ▶ About ITAS
- ▶ Help
- ▶ Close

## Verify Timecard

1

Pay Period

SAC:

Abbr:

Approved by:

Transmitted On: Tour Hours: 80.0

Annual Leave Category: 04

PP: 2015/16

Annual Leave Restored AL 0.0 Credit Hours Lost 0.0 Sick Leave FFL Used 0.0 LB Donated YTD 4.0  
Projected AL Rel. Comp Time 0.0 Rel. Comp Time Charged 0.0 Adv Sick Leave 0.0 VLTP Donated YTD 0.0 LB Leave 0.0  
Use or Lose 0.0 VLTP Leave 0.0

Type	Su 07/12	M 07/13	Tu 07/14	W 07/15	Th 07/16	F 07/17	Sa 07/18	Su 07/19	M 07/20	Tu 07/21	W 07/22	Th 07/23	F 07/24	Sa 07/25	Supps	Total
Change Indicators																
Tour Hours		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			80.0
AM Core			10:00-11:30	10:00-11:30	10:00-11:30					10:00-11:30	10:00-11:30	10:00-11:30				
PM Core			1:00-2:00	1:00-2:00	1:00-2:00					1:00-2:00	1:00-2:00	1:00-2:00				
<input type="checkbox"/> Regular		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		0.0	80.0
<input type="checkbox"/> Annual Leave															0.0	0.0
<input type="checkbox"/> Sick Leave															0.0	0.0
<input type="checkbox"/> Comp Time-Used															0.0	0.0
<input type="checkbox"/> Rel Comp Time-Used															0.0	0.0
Total Base	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	80.0
OT-Irregular Earned															0.0	0.0
Holiday Pay															0.0	0.0
Comp Time-Earned															0.0	0.0

2

Verify

3

1

Confirm the correct  
Pay Period has been  
selected

2

Verify hours  
worked/leave taken

3

Select “Verify”

## VERIFYING TIMECARDS – Supervisor/Leave Approving Official

Log onto the Integrated Time and Attendance System (ITAS): <https://itas.nih.gov/itas/>

Select “Approve Timecards”

**Approve Timecards**

Apv UnApr Employee Hours Verified? status/view Warning

3 2 1

Set All Approved Set All Unapproved

4 OK Reset

**Instructions**

Click individual radio buttons to select timecards for action or use the Set All Approved/Set All Unapproved buttons to set all appropriate radio buttons to checked.

Approved by: Berko, Julie

Transmitted On: Tour Hours: 80.0

Annual Leave Category: 08

PP: 2015/16

Verified

Annual Leave 170.25

Restored AL 0.0

Projected AL 104.0

Credit Hours 0.0

Comp Time 0.0

Rel. Comp Time 0.0

Credit Hours Lost 0.0

Projected Comp Time Lost 0.0

Rel. Comp Time Charged 0.0

Sick Leave 176.75

Adv Sick Leave 0.0

Use or Lose 34.25

FFL Used 0.0

VLTP Donated YTD 0.0

VLTP Leave 0.0

LB Donated YTD 0.0

LB Leave 0.0

	Type	Su 07/12	M 07/13	Tu 07/14	W 07/15	Th 07/16	F 07/17	Sa 07/18	Su 07/19	M 07/20	Tu 07/21	W 07/22	Th 07/23	F 07/24	Sa 07/25	Supps	Total
	Change Indicators			TW													
	Tour Hours																80.0
	AM Core			10:00-11:30	10:00-11:30	10:00-11:30					10:00-11:30	10:00-11:30	10:00-11:30				
	PM Core			1:00-2:00	1:00-2:00	1:00-2:00					1:00-2:00	1:00-2:00	1:00-2:00				
	Regular		8.0	8.0	7.5	8.0	8.5									0.0	40.0
	Annual Leave									8.0	8.0	8.0	8.0	8.0		0.0	40.0
	Sick Leave															0.0	0.0
	Comp Time-Used															0.0	0.0
	Credit Hours-Used															0.0	0.0
	Rel Comp Time-Used															0.0	0.0
	Total Base	0.0	8.0	8.0	7.5	8.0	8.5	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	80.0
	OT-Irregular Earned															0.0	0.0
	Holiday Pay															0.0	0.0
	Comp Time-Earned															0.0	0.0
	Credit Hours-Earned															0.0	0.0

**1**

Confirm  
employee has  
verified  
timecard

**2**

Review summary  
for accuracy

**3**

Select Approved  
(default is  
“Unapproved”)

**4**

Select “OK”

## **SUPERVISOR/ LEAVE APPROVING OFFICIAL CHECKLIST**

### **ITAS Supervisor/Manager Time Card Checklist**

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*The following list contains specific actions required by Supervisors to ensure that employee's timecards are completed, verified, and approved each pay period.*

- ☐ Approve all pending leave request in ITAS for the current pay period by 5:00PM, the second Thursday of the pay period.
- ☐ Review all work time recorded by each employee for accuracy (open and review each leave request and timecard individually prior to approving; this will reduce pay problems and leave errors).
- ☐ Review any overtime hours recorded by each employee, ensuring that the employee had prior written approval.
- ☐ Review all leave usage recorded to ensure it matches the leave you approved for each employee.
- ☐ Collect any necessary leave documentation from the employee. For example, you must have copies of the jury duty confirmation for an employee using court leave to serve on a jury. You may require medical documentation from an employee if he/she is on sick leave for longer than three consecutive days (excluding VLTP and Leave Bank participants).
- ☐ Ensure that each employee has verified the timecard prior to your approval
- ☐ Approve all timecards for Current Staff Only. If an employee has left or transferred from your organization, please work with your timekeeper to update the ITAS and EHRP record.
- ☐ Ensure all current Federal employees have an approved timecard in ITAS.

## OVERTIME FACT SHEET

### DEFINITION

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Overtime pay is for hours of work officially ordered and [approved in writing](#), in advance, in excess of 8 hours in a day OR 40 hours in a workweek.

### EMPLOYEE COVERAGE

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Employees covered by the provisions of the Federal Labor Standards Act (FLSA) and FLSA-exempt employees who work full-time, part-time, or intermittent tours of duty are eligible for overtime pay. Unless specifically exempted<sup>1</sup>, employees covered by the Act must receive overtime pay for all hours worked in excess of 8 hours in a day OR 40 in a workweek. Non-exempt employees can choose overtime or compensatory time. Senior Executive Service (SES) and AD employees earning more than \$155,500 are not eligible for overtime pay or compensatory time.

### OVERTIME RATES

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For employees with pay equal to or less than the GS-10, step 1, (currently \$56,857) the overtime hourly rate is the employee's hourly rate multiplied by 1.5

Employees with pay greater than the GS-10, step 1, the overtime hourly rate is the **greater** of-

- the hourly pay for GS-10, step 1, multiplied by 1.5, or
- the employee's hourly rate of pay.

### PAY LIMITATIONS/CAP

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There is a biweekly limit on the amount of premium pay that can be paid during a pay period. Premium pay includes base pay, overtime, compensatory time **earned** (valued at the overtime rate) and balance carried over, night pay, Sunday premium pay, and holiday premium pay. GS employees can be paid up to the biweekly pay limit which is the equivalent of a GS-15, step 10, biweekly rate of \$5,960.80. AD employees with salaries in excess of the GS-15, step 10, are not eligible for overtime or compensatory time.

The biweekly pay limitation is also a ceiling on compensatory time off. Compensatory time off is merely an alternative form of payment for overtime work. As such, the value of an hour of compensatory time off is equal to the overtime hourly rate that is payable in dollars. Thus, the number of hours for which an employee may receive monetary overtime pay is also the number of hours of compensatory time off.

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<sup>1</sup> FLSA exempt positions are designated as those positions whose primary duties are executive, administrative or professional in nature. No entitlement to overtime pay – management has right to compensate with compensatory time that may be credited in a pay period. An employee may not exceed the biweekly pay limitation by choosing compensatory time off as a substitute for monetary overtime pay.

## CALCULATING OVERTIME AND/OR COMPENSATORY TIME EARNED

Assume the employee is a GS-13, step 10, with an annual salary of \$115,742, hourly salary of \$55.46, and biweekly gross of \$4,436.80. With the cap limited to \$5,960.80, the employee can earn up to \$1,524 each pay period. This difference equates to 27.5 hours of additional pay that could be earned by this employee. Anything over 27.5 hours would exceed the cap and would be lost. Additionally, the carry-over of compensatory time is included in this total amount. So if the employee is currently carrying 27.5 hours of compensatory time he/she is not eligible to earn any further overtime or compensatory time. If the hours are reported in ITAS, either as overtime or compensatory time earned, DFAS will drop them when calculating pay.

## EMPLOYEES UNDER ALTERNATIVE WORK SCHEDULES

Employees authorized to work flexible work schedules, and for whom credit hours are applicable, receive overtime pay only for excess hours which are not credit hours.

Employees authorized to work compressed work schedules earn overtime only for work in excess of the scheduled tour of duty (i.e., over 8 hours if their scheduled day is an 8-hour day, 9 hours if it is a scheduled 9-hour day, etc.) or for time over 80 hours for the pay period.

Employees on flexible tours may earn credit hours instead of overtime/compensatory time, but full-time employees are only allowed to carry over 24 credit hours at the end of each pay period – additional hours will be dropped by both ITAS and DFAS.

## SAMPLE TIMECARD WITH OVERTIME (OT):

Annual Leave      Credit Hours 0.0      Credit Hours Lost 0.0      Sick Leave      FFL Used 0.0      LB Donated YTD 0.0  
 Restored AL 0.0      Comp Time 0.0      Comp Time Lost 0.0      Adv Sick Leave 0.0      VLTP Donated YTD 0.0      LB Leave 0.0  
 Projected AL 64.0      Rel. Comp Time 0.0      Rel. Comp Time Charged 0.0      Use or Lose      VLTP Leave 0.0

Type	Su 09/07	M 09/08	Tu 09/09	W 09/10	Th 09/11	F 09/12	Sa 09/13	Su 09/14	M 09/15	Tu 09/16	W 09/17	Th 09/18	F 09/19	Sa 09/20	Supps	Total
Change Indicators				T					T				T			
Tour Hours		9.0	9.0	9.0	9.0				9.0	9.0	9.0	9.0	8.0			80.0
AM Core			10:00-11:30	10:00-11:30	10:00-11:30					10:00-11:30	10:00-11:30	10:00-11:30				
PM Core			1:00-2:00	1:00-2:00	1:00-2:00					1:00-2:00	1:00-2:00	1:00-2:00				
Regular		9.0	9.0	9.0					9.0	9.0	9.0	9.0	8.0		0.0	71.0
Annual Leave					9.0										0.0	9.0
Sick Leave															0.0	0.0
Comp Time-Used															0.0	0.0
Rel Comp Time-Used															0.0	0.0
Total Base	0.0	9.0	9.0	9.0	9.0	0.0	0.0	0.0	9.0	9.0	9.0	9.0	8.0	0.0	0.0	80.0
OT-Irregular Earned				3.0											0.0	3.0
Holiday Pay															0.0	0.0
Comp Time-Earned															0.0	0.0

## COMPENSATORY TIME OFF FACT SHEET

### DEFINITION

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Compensatory time off is time off in lieu of overtime pay for irregular or occasional overtime work, or time off with pay in lieu of overtime pay for regularly scheduled, irregular, or occasional overtime work.

### EMPLOYEE COVERAGE

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Compensatory time off may be approved in lieu of overtime pay for irregular or occasional overtime work for both FLSA exempt and nonexempt employees who are covered by the definition of “employee” at 5 U.S.C. 5541 (2).

### TIME LIMITS

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Employees must use accrued compensatory time by the end of the 26th pay period after the pay period during which it was earned.

If accrued compensatory time off is not used within 26 pay periods or if the employee transfers to another agency or separates from Federal service, the employee will be paid for the earned compensatory time off at the overtime rate in effect when earned.

### PAY LIMITATIONS/CAP

---

There is a biweekly limit on the amount of premium pay that can be paid during a pay period. Premium pay includes base pay, overtime, compensatory time **earned** (valued at the overtime rate) and balance carried over, night pay, Sunday premium pay, and holiday premium pay. GS employees can be paid up to the biweekly pay limit which is the equivalent of a GS-15, step 10, biweekly rate of \$5,960.80. AD employees with salaries in excess of the GS-15, step 10, are not eligible for overtime or compensatory time.

The biweekly pay limitation is also a ceiling on compensatory time off. Compensatory time off is merely an alternative form of payment for overtime work. As such, the value of an hour of compensatory time off is equal to the overtime hourly rate that is payable in dollars. Thus, the number of hours for which an employee may receive monetary overtime pay is also the number of hours of compensatory time off.

### CALCULATING OVERTIME AND/OR COMPENSATORY TIME EARNED

---

Assume the employee is a GS-13, step 10, with an annual salary of \$115,742, hourly salary of \$55.46, and biweekly gross of \$4,436.80. With the cap limited to \$5,960.80, the employee can earn up to \$1,524 each pay period. This difference equates to 27.5 hours of additional pay that could be earned by this employee. Anything over 27.5 hours would exceed the cap and would be lost. Additionally, the carryover of compensatory time is included in this total amount. So if the employee is currently carrying 27.5 hours of compensatory time he/she is not eligible to earn any further overtime or compensatory time. If the hours are reported in ITAS, either as overtime or compensatory time earned, DFAS will drop them when calculating pay.



## EMPLOYEES UNDER ALTERNATIVE WORK SCHEDULES

Employees authorized to work flexible work schedules, and for whom credit hours are applicable, receive overtime pay only for excess hours which are not credit hours.

Employees authorized to work compressed work schedules earn overtime only for work in excess of the scheduled tour of duty (i.e., over 8 hours if their scheduled day is an 8-hour day, 9 hours if it is a scheduled 9-hour day, etc.) or for time over 80 hours for the pay period.

Employees on flexible tours may earn credit hours instead of overtime/compensatory time, but full-time employees are only allowed to carry over 24 credit hours at the end of each pay period – additional hours will be dropped by both ITAS and DFAS.

## SAMPLE TIMECARD WITH COMPENSATORY TIME (CT):

Annual Leave      Credit Hours 0.0      Credit Hours Lost 0.0      Sick Leave 111.5      FFL Used 0.0      LB Donated YTD 0.0  
 Restored AL 0.0      Comp Time 0.0      Comp Time Lost 0.0      Adv Sick Leave 0.0      VLTP Donated YTD 0.0      LB Leave 0.0  
 Projected AL      Rel. Comp Time 0.0      Rel. Comp Time Charged 0.0      Use or Lose      VLTP Leave 0.0

Type	Su 03/09	M 03/10	Tu 03/11	W 03/12	Th 03/13	F 03/14	Sa 03/15	Su 03/16	M 03/17	Tu 03/18	W 03/19	Th 03/20	F 03/21	Sa 03/22	Supps	Total
Change Indicators	*								T,TW							
Tour Hours		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			80.0
AM Core																
PM Core																
Regular		8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		0.0	80.0
Annual Leave															0.0	0.0
Sick Leave															0.0	0.0
Comp Time-Used															0.0	0.0
Rel Comp Time-Used															0.0	0.0
Total Base	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0	0.0	80.0
OT-Irregular Earned															0.0	0.0
Holiday Pay															0.0	0.0
Comp Time-Earned															0.0	0.0

Supplements applied against this TC:

Applied For	PP Applied To	Type	Hours	Original	Modified To	Start Time	End Time	Date Processed	By Whom
	2014/7	Comp Time-Earned	9.0	0.0	9.0	9:00AM	6:00PM		



## ALTERNATIVE WORK SCHEDULES

### OVERVIEW

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Alternative Work Schedules (AWS) are available to NIH employees with supervisory approval. Adjustable work hours can assist employees in balancing the demands of the workplace with their personal responsibilities and as well as help alleviate commuting frustrations. AWS encompasses Flexible Work Schedules (FWS) and Compressed Work Schedules (CWS).

### COMPRESSED WORK SCHEDULES

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For a full-time employee, an 80-hour bi-weekly basic work requirement that is scheduled for less than 10 workdays. Employees on a CWS work longer days and as a result may have several Regular Days Off each pay period. These schedules are fixed and include 5/4/9, 4/10, and 3/13 work schedules.

### FLEXIBLE WORK SCHEDULES

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For a full-time employee, an 80-hour bi-weekly basic work requirement allows an employee some flexibility to determine his or her own tour of duty, within the parameters and under the requirements set by the IC. These schedules include Flexitour, Gliding, Variable Day Schedule, Variable Week Schedule, and Maxiflex.

With supervisory approval, employees on a Flexible Work Schedule may elect to earn and use credit hours. Credit hours are those hours that an employee elects to work in excess of the basic work requirement so as to vary the length of a workweek or workday.

### ADDITIONAL INFORMATION

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- Implementation of AWS is a matter of management and supervisory discretion.
- Participation in AWS is an employment benefit, not an entitlement.
- Tour of Duty of each employee on AWS must be documented and provided in writing to employee's timekeeper.
- NIH's standard operating hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. Flexible hours may be established at IC discretion, provided they occur between 6:00 a.m. and 6:00 p.m.\*
- Generally official core times for FWS are 9:30 to 11:00 a.m. and 1:30 to 3:30 p.m.
- If an employee must work on a scheduled Regular Day Off under a CWS:
  - overtime or compensatory time is permitted; or
  - employee may be required to temporarily change day off; or
  - employee may request to change the day off for another day.
- ICs may decide that certain days are not available as Regular Days Off under CWS (e.g., staff meetings on Tuesdays, no one may be off on Tuesdays).

\* An IC's Maxiflex Work Schedule parameters may allow work outside of the 6:00 a.m. to 6:00 p.m. time frame. If an employee elects work before 6:00 a.m. or after 6:00 p.m., then there is no eligibility for night differential/pay.

References:

- [NIH Policy Manual 2300-610-4 – Alternative Work Schedules \(AWS\)](#)
- [NIH Delegation of Authority HR: Work Schedules #1, “Alternative Work Schedules”](#)

For more information on Alternative Work Schedules, contact the Office of Human Resources’ Workforce Relations Division at (301) 402-9203 or [WorkFlex@nih.gov](mailto:WorkFlex@nih.gov).

## PREMIUM PAY OVERVIEW

PREMIUM PAY PROVISIONS	TITLE 5 PREMIUM PAY PROVISIONS	TITLE 38 PREMIUM PAY PROVISIONS
Basic Hourly Rate	Annual salary divided by 2087 hours	Annual salary divided by 2087 hours
Premium Pay Hourly Rate	Annual salary divided by 2087 hours	Annual salary divided by 2080 hours
Biweekly premium pay limitations	Title 5 base pay plus premium pay limited to maximum rate of 15/10; limitation does not apply to FLSA: Non-Exempt employees	Title 38 premium pay may exceed the Title 5 biweekly limitation
Grade Cap	Capped at GS-10/1	No grade cap
	PREMIUM PAY RATES	
Overtime Pay Rate	150% basic hourly rate up to GS-10/1; basic hourly rate only, if that rate is > 150% of GS-10/1	150% premium pay hourly rate (regardless of grade)
Night Differential Pay Rate	110% of basic hourly rate	110% of premium pay hourly rate
Saturday Differential Rate	<i>Not applicable</i>	125% of premium pay hourly rate
Sunday Differential Rate	125% of basic hourly rate	125% of premium pay hourly rate
Holiday Pay Rate	If required, paid minimum of 2 hours; two times the basic hourly rate	Holiday pay rate = basic hourly pay rate + premium pay hourly rate. If required, paid minimum of 2 hours.
Call Back Pay Rate	If required, paid minimum of 2 hours; rate of pay is either the overtime rate, or holiday pay rate depending on the situation.	If required, paid minimum of 2 hours; rate of pay is either the premium pay overtime rate, or holiday pay rate depending on the situation. Multiple forms of premium pay may apply.
Standby Duty Pay Rate	5-25% authorized on annual basis	<i>Not applicable</i>
On Call Pay Rate	<i>Not applicable</i>	10% of Overtime rate for time scheduled and approved as on call.

## ITAS REPORTING

### Q. Where can I find reporting on accrued Compensatory Time and Overtime specific to my Division?

A. The ITAS Premium Pay Report can be accessed by Timekeepers, Leave Approving Officials, Administrative Officers, and the employee.

### Q. What information does the Premium Pay Report provide?

A. The Premium Pay Report provides the date, number of hours, and type of premium pay earned, i.e. Compensatory Time, Overtime, Credit Hours, and Compensatory Time for Travel, Religious Compensatory time and Holiday Pay.

### Q. How do I run the report?

A.

The screenshot shows the ITAS Integrated Time and Attendance System interface. On the left, a vertical menu lists various functions: Request Leave, Request Telework, Verify Timecard, Sign In, Sign Out, Donate to VLTP, Donate to Leave Bank, Leave Bank Membership, Personal, Tour of Duty, Reports, myPay, and ITAS Messages. The 'Reports' option is highlighted with a red arrow. The main area shows the 'Reports' section with a dropdown menu set to 'ATLR Report'. Below this, there are fields for 'Parameters' (From: 05/31/2015, To: 06/13/2015) and 'Pay Periods' (05/31/15-06/13/15 2015/13). There are 'OK' and 'Reset' buttons at the bottom.

1. Access "Reports"
2. From the "REPORT" drop-down menu, select "PREMIUM PAY REPORT"
3. Select the date under "FROM" (system will default to the current date, which may be changed to an earlier date)
4. Timekeepers, AOs and LAOs may select all employees in their SAC code, or use the drop-down to select a specific employee.
5. Review the report

This screenshot shows the same ITAS interface, but the dropdown menu is expanded, showing a list of report options: ATLR Report, ITAS and DFAS Leave Balances Report, ITAS and DFAS Leave Balances Report (Spreadsheet), Leave Request Report, Pre-DFAS Payslips Mini Report, Pre-DFAS Payslips Regular Report, Premium Pay Report (highlighted with a red arrow), Printable Timecard, Sign-In/Sign-Out Report, and Telework Request Report. Another red arrow points to the 'From' date field (05/31/2015).

#### Limitations:

The Premium Pay Report provides the date in which the time was earned, but does not provide the date which it expires. Users must determine how many pay periods have elapsed since the time was earned.

Integrated Time and Attendance System					
Premium Pay Report					
From: 05/31/2015 To: 06/13/2015					
Current Date: June 09 2015 12:12:24 EDT					
Generated for Employee:					
SAC Code	Date	Start Time	End Time	Type	Hours
ABC1234	2/1/2015	5:00pm	6:00pm	Comp Time	1.0
ABC1234	3/15/2015	5:30am	8:00am	OT-Overtime	2.5

## **ADDITIONAL RESOURCES**

ITAS info page

<http://hr.od.nih.gov/hrsystems/benefits/itas/>

HHS Timekeeping Manual

[http://www.psc.gov/media/pdf/itas/tkguide\\_mar2010.pdf](http://www.psc.gov/media/pdf/itas/tkguide_mar2010.pdf)